

Town of Acton

Annual Town Meeting Warrant



Monday, April 6, 2015

**The Annual Town Meeting will convene at 7:00 PM in the
Acton-Boxborough Regional High School Auditorium
36 Charter Road**

- DRAFT 3/9/2015 -

Notice of Election and Meeting

Annual Town Election Tuesday, March 31, 2015 7:00 AM – 8:00 PM

Precincts 1, 2 and 6 – Conant School – 80 Taylor Road

Precincts 3, 4 and 5 – Blanchard Auditorium, R. J. Grey Junior High School – 16 Charter Road

For assistance in determining your election voting location, please use the State Elections Division's web site **www.WhereDoIVoteMA.com** or contact the Town Clerk's office by e-mail at **clerk@acton-ma.gov** or by telephone at **(978) 929-6620**.

Annual Town Meeting Monday, April 6, 2015 7:00 PM Acton-Boxborough Regional High School Auditorium 36 Charter Road

Note: Copies of the detailed Municipal Operating Budget will be available at Town Hall. Copies will also be available at Town Meeting.

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Free Transportation to Town Meeting

Don't miss Town Meeting because you can't get a ride!



The Town of Acton is offering **free** door-to-door van rides to the Annual Town Meeting. The Meeting starts at 7:00 PM and generally conclude by 10:30 PM.

The MinuteVan will have a driver covering the hours from 6:15 PM to 10:30 PM for each of three nights of Town Meeting. The Dial-A-Ride dispatch service will be open until 4:00 PM on the day of each meeting. Rides can be booked with the MinuteVan dispatcher at (978) 844-6809 or on-line at www.minutevan.net. The service will run even if there are no reservations, as we will take walk-ons from Town Meeting that want a trip home. There will be no charge to passengers for any of these Town Meeting trips. When the van is not in use between 6:15 PM to 10:30 PM, it will be parked in the Acton-Boxborough High School parking lot where Town Meeting is being held. The driver will be waiting in the van for anyone that would like a ride home.

MinuteVan Dial-A-Ride is a unique transportation service offered by the Town of Acton. It is available to all citizens Monday through Friday (except holidays) for rides around town and to nearby locations. Hours of operation are 8 AM - 11 AM and 1:15 PM - 6:15 PM. The Dispatcher is available Monday through Friday from 8:30 AM to 4:00 PM by calling (978) 844-6809. Trips within Acton cost \$2/trip, \$1/trip for seniors and disabled. Out-of-town trips (within 3.5 mile radius of Acton Town Hall) are \$4/trip, \$1.50/trip for seniors/disabled. Locations served include: West Concord Center, Emerson Hospital, Maynard Center, Skating Rink and Food Pantry in Boxborough, and more. Policies may be reviewed on-line at www.minutevan.net.

Need a Sitter for Town Meeting? Family Friendly Movie Night

[Advertisement coming from Alycen & Kristina]

Notes from the Town Clerk's Office

The Town Clerk's office welcomes requests by the Acton community for special provisions in order for citizens to attend Town Meeting. Services provided include wheelchairs, a wheelchair lift, special check-in and seating for the mobility-impaired.

In order to accommodate as many citizens as possible, we ask that all requests be received by our office no later than Friday, March 27. Parties needing support may contact the Clerk's Office at clerk@acton-ma.gov or (978) 929-6620.

Any person, committee or action group that would like to reserve a display table at Town Meeting needs to provide a copy of their handout material to the Town Clerk in order to receive approval by the Moderator.

Requests need to be received by the Clerk's Office no later than Friday, April 3 to ensure coordination with Acton-Boxborough Regional High School staff to provide the requested number of tables.

We would like to thank the Acton Water District and Green Acton for providing reusable water bottles for our staff, Board of Selectmen and Finance Committee. As a Green Community, we are happy to participate in this endeavor!

Board of Selectmen's Message

This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's town government. Acton citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on our government cable television channels, Comcast channel 99 and Verizon channel 41.

Town Meeting Dates, Times and Location

The Annual Town Meeting will begin Monday, April 6 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Town Meeting is then expected to continue on additional consecutive nights. All adjourned sessions will begin at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Come early to get checked in by the Town Clerk's staff and to obtain additional information. Check-in will take place in the High School cafeteria.

Regular attendees at Annual Town Meeting will note that many of the Articles in this Warrant relate to matters which are routinely addressed every year, such as the established Enterprise Budgets and the Schools' and Municipal Operating Budgets, while other Articles relate to issues and matters that are new or unique this year. Although some Articles, such as Zoning or Bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

Town Meeting Warrant and Procedures

The Town Meeting Warrant is the agenda for the meeting. It is drawn up by the Selectmen from various proposals made by the Selectmen, the School Committees, other Boards, staff and citizens. The Selectmen determine the order that the Articles appear in the Warrant. The Articles will be considered in the order in which they appear, unless the Moderator, or the Meeting itself, changes that order. Each article is intended to give fair notice of the topic to be discussed and voted upon, thus any motion made at Town Meeting under one of these articles must be found by the Moderator to be within the scope of the printed article. At Town Meeting, the motion made under each article will describe the specific proposed action. The wording of the motion, and any amendments that might be offered to the main motion, may differ from the exact wording of the article, but as indicated above must be within the scope of the article. Accordingly, it is suggested that each attendee listen closely to the reading of the motion, and any amendments made before voting.

Your attention is invited to the Warrant section on Town Meeting Parliamentary Procedure, serving as a basic guide to Town Meeting process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information regarding the Articles may be obtained from any of the contacts listed after each Article summary, or a general inquiry may be made to the Town Manager's office at (978) 929-6611 or manager@acton-ma.gov for an appropriate referral. Copies of the Municipal Operating Budget will be made available in advance of the meeting at the Memorial Library, West Acton Citizens' Library, Public Safety Facility, and Town Hall. Copies will also be available at Town Meeting. Furthermore, personnel designated by staff or the Moderator will be available in the auditorium during the Meeting to answer informational questions, which may not be of interest to the entire assemblage, on a one-on-one basis.

Thank You to Our Volunteers

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real.

We encourage you to volunteer by reviewing the list of opportunities available on our web site at www.acton-ma.gov/volunteer. The application is available online as well as an appendix in this Warrant. Handwritten applications may be submitted to the Town Manager's office at Town Hall or handed to any Selectman during Town Meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

Mike Gowing, Chair
Katie Green, Vice Chair
Peter Berry, Clerk
Janet K. Adachi
Franny Osman

Board of Selectmen

Town Manager's Message

Respectfully Submitted,

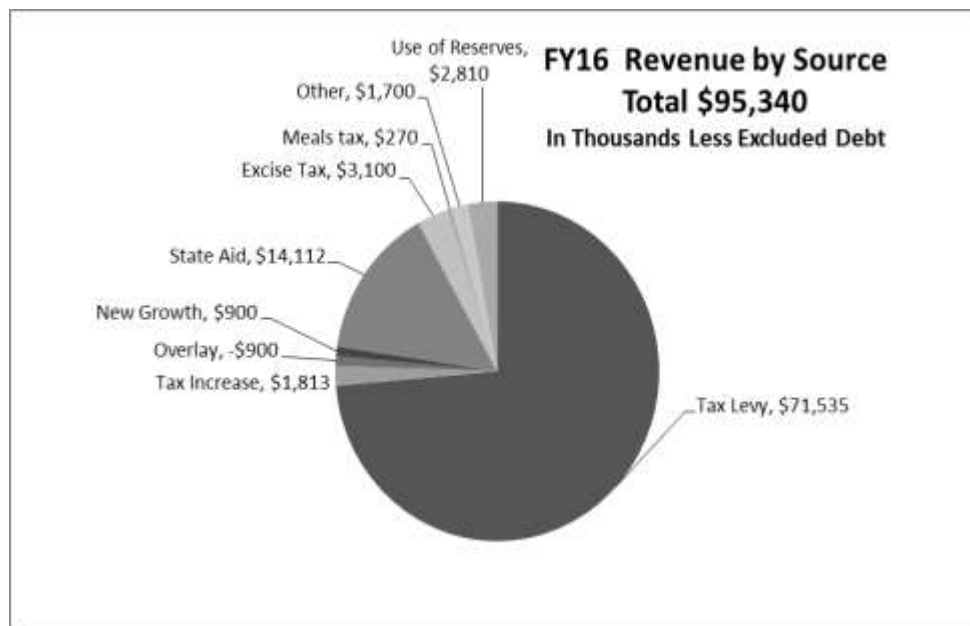


Steven L Ledoux
Town Manager

Budget Overview

The numbers contained in these next few pages for FY16 (the fiscal year beginning July 1, 2015) are derived from the Acton Leadership Group plan, which does not include debt service for excluded debt nor Enterprise Funds and Revolving Funds. Because this document only pertains to Acton's revenues and expenses, the Acton-Boxborough Regional School District Budget line is shown as a percent of the budgeted amount, which reflects Acton's share of the total regional school district budget.

What Are Our Sources of Revenue?



More than three-quarters (77%) of our revenue comes from local property taxes, which is comprised of three components:

1. **Property Tax Levy** – the existing assessed property taxed at the current rate per thousand
2. **New Growth** – additional assessed value from new homes, additions to homes, and changes in parcels.
3. **Tax Increase** – typically a 2-½ percent increase allowed on the property tax levy

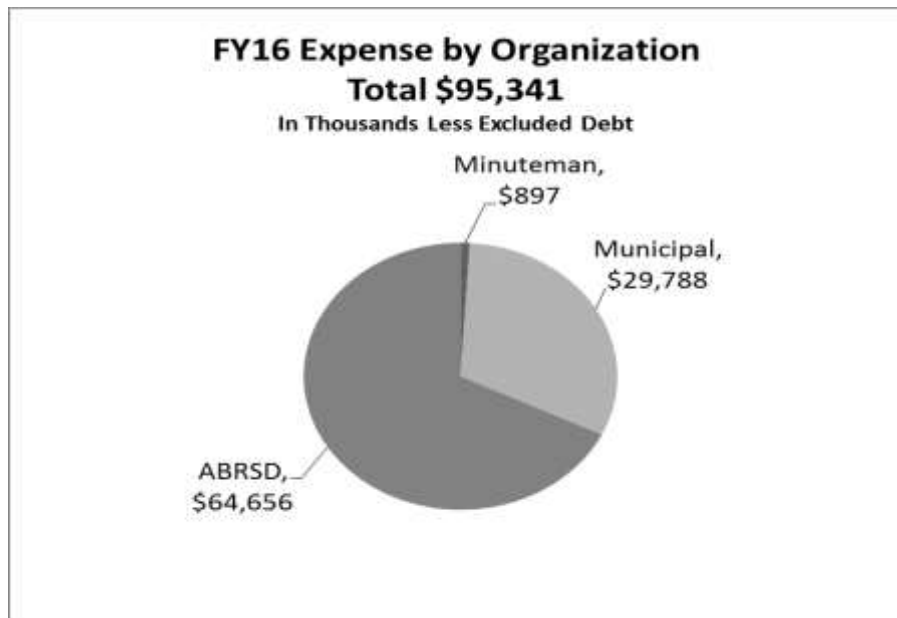
State aid, our second largest segment of revenue accounting for nearly 15 percent of the total, consists of education aid and municipal aid.

In addition in the FY16 Budget, adoption of the local option meals tax is included for \$270,000.

Other categories of revenue include excise taxes, which are assessed on motor vehicles and trailers, and account for 3 percent of our total revenue. Fees and interest account for 2 percent of revenue. Acton collects fees for various permits, vital records, and licensing. Interest varies year-to-year depending on the interest rate and the amounts deposited.

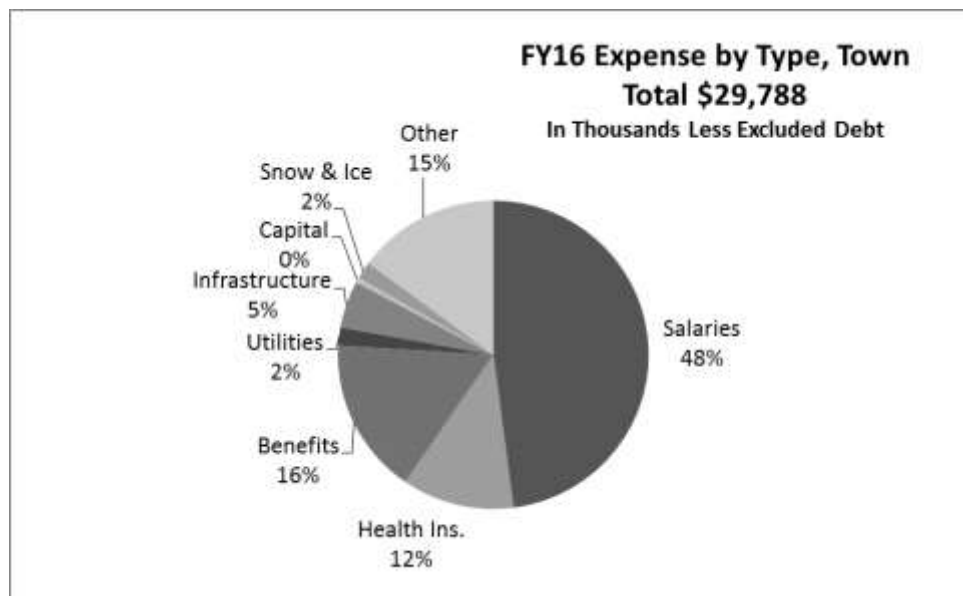
In this year's budget, reserves account for 3 percent of the total revenues. One of the ways in which our town has been able to effectively weather the downturn in the economy including reductions in state aid and local receipts has been through prudent use of reserves to fill in some of the gaps between service costs and lower revenues.

Which Town and School Entities Spend Our Money?



The town's revenues support three budgets within our town. Over two-thirds of our expenditures support education priorities: Acton-Boxborough Regional Schools assessment (68 percent of expenditures), and Minuteman Regional School District assessment (1 percent of total expenditures). The municipal government (which funds police, fire, highway, library, health, planning and other general government services) accounts for the remaining 31 percent of the total expenditures.

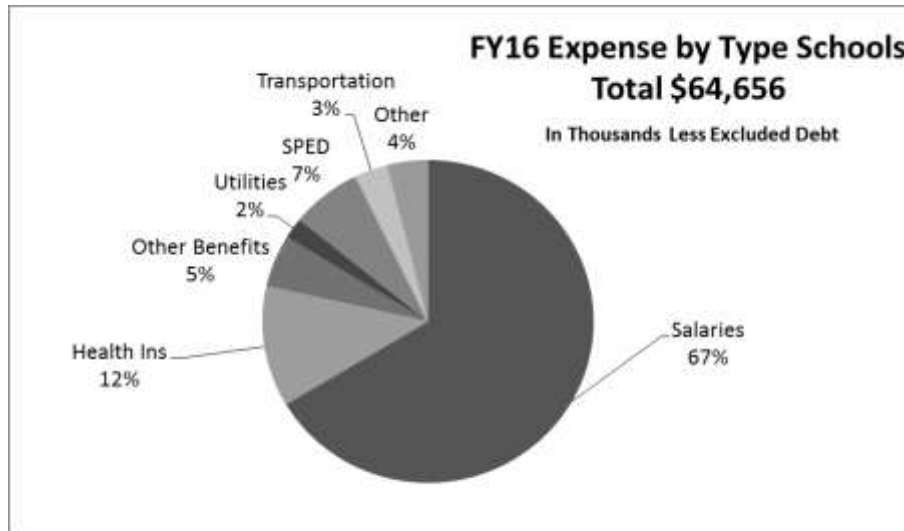
What Does the Municipal Government Spend Our Money For?



Approximately 76 percent of the Town spending goes to salaries and benefits, the cost for the people who provide services to the residents. Infrastructure cost accounts for 5 percent of the spending. This category includes the maintenance and improvement of roads, sidewalks, buildings, grounds, and information technology.

What Do the Schools Spend our Money For?

As with the Town, the largest category is the cost of people to provide services to our students. Salaries and benefits account for more than 84 percent of the total. The next largest category is special education which accounts for almost 7 percent, followed by student transportation at 3 percent, and utility costs at 2 percent in the combined school budgets.



Town of Acton Multi-Year Financial Model

Prepared by Board of Selectmen, School Committee and Finance Committee

Consent Calendar

In an effort to streamline Town Meeting, the Board of Selectmen and Town Moderator use the concept of a Consent Calendar. The use of Consent speeds the passage of articles which the Selectmen feel should generate no controversy and can be properly voted without debate. Its purpose is to allow motions under these articles to be acted upon as units and to be passed without debate.

There will be **two** Consent motions throughout Town Meeting – one for budgetary articles and one for all other articles on Consent. It is likely that these two motions will occur on different nights of Town Meeting.

Each Consent Calendar will be taken up when the first article “on Consent” is reached (for example, if Article 14 is the first Consent article in the Warrant, there will be a motion after Article 13 to take up the items on that Consent Calendar). At this time, the Moderator will call out the article numbers one-by-one.

Articles on Consent are distinguished from other articles by the asterisk (*) notation following each article number in the index on page 3, as well as in the title of each article.

If **two or more** voters object to any particular Article being included in the Consent Calendar, they should say the word “**hold**” in a loud voice when the number is called. The Article will then be removed from the Consent Calendar, to be debated and voted in the usual manner, **immediately following** the vote on the Consent motion.

After the calling of the individual items in each Consent Calendar, the Moderator will ask that all remaining articles be passed **as a unit** by the voters.

Please carefully review the articles and motions. Summaries are also included with each article printed in this Warrant. Motions for consent articles are included under the text of each article. Motions will be available as a separate handout at Town Meeting.

If you have any questions about the Consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Town Manager’s Office, by e-mail at **manager@acton-ma.gov** or by telephone at (978) 929-6611, before Town Meeting.

Donald MacKenzie
Town Moderator

I served with General Washington in the Legislature of Virginia before the Revolution and, during it, with Dr. Franklin in Congress. I never heard either of them speak ten minutes at a time, nor to any but the main point which was to decide the question. They laid their shoulders to the great points, knowing that the little ones would follow of themselves.

– Thomas Jefferson

Annual Town Meeting Warrant



*Town of Acton
Commonwealth of Massachusetts, ss.*

To either of the Constables of the Town of Acton, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of Town affairs, to meet in their respective precincts to wit:

Precincts 1, 2 and 6 – Conant School – 80 Taylor Road

Precincts 3, 4 and 5 – Blanchard Auditorium, R. J. Grey Junior High School – 16 Charter Road

On **Tuesday, March 31 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the thirty-first day of March 2015,

To bring their votes on one ballot for the following officers:

One Moderator for a one-year term,
One Selectman for a three-year term,
Two School Committee members for three-year terms,
One Trustee of the Memorial Library for a three-year term,
One Member of the Acton Housing Authority for a five-year term.

In addition, the Acton Water District will elect the following officers:

One Commissioner for a three-year term,
One Moderator for a three-year term.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, April 6, 2015 at 7:00 PM**, then and there to act on the following articles:

Articles

One or more of the following symbols may appear following an Article number:

*	This article is on the Consent Calendar
#	This article was submitted by Citizens' Petition

One or more of the following recommendations may appear at the end of an Article's summary:

Recommended	This board voted to <u>recommend</u> passage by Town Meeting.
Not Recommended	This board voted to <u>not recommend</u> passage by Town Meeting.
Deferred	A recommendation will be made by this board when the Article is considered at Town Meeting.
No Recommendation	This board voted to make no specific recommendation to Town Meeting.

Article 1 Choose Town Officers

(Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$ 20.00 per Town Meeting session
Board of Selectmen, Chairman	\$ 750.00 per year
Board of Selectmen, Member	\$ 650.00 per year

, or take any other action relative thereto.

Summary

This article provides for the election of Trustees of the Elizabeth White Fund, Trustees of the Acton Firefighter's Relief Fund, Trustees of the Goodnow Fund and Trustees of the Citizens' Library Association of West Acton and establishes the salaries of the Town's elected officials.

Article 2 Hear and Accept Reports

(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

Summary

This article provides for the acceptance of the Annual Town Report, any other reports Town Boards and Committees may need to offer, and to offer for acceptance any reports of committees chosen at previous Town Meetings.

Article 3 Budget Transfer

(Majority vote)

To see if the Town will vote to appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2014 Annual Town Meeting, or take any other action relative thereto.

Summary

This article is routinely placed on the Warrant to allow Town Meeting to transfer funds and supplement monies, if necessary, to cover expenses in the current fiscal year.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 4 Adopt Local Option Meals Excise
(Majority vote)

To see if the Town will vote to accept Massachusetts General Laws, Chapter 64L, Section 2(a), to impose a local meals excise upon the sale of restaurant meals originating within the Town, or take any other action relative thereto.

Motion

Move that the Town of Acton accept G.L. c. 64L, § 2(a) to impose a local meals excise.

Summary

Massachusetts law provides any city or town the ability to impose an excise of 0.75% on the sales of restaurant meals originating within the municipality by accepting Chapter 64L, Section 2(a). The Department of Revenue (DOR) will collect the local meals excise at the time it collects the state tax on the sale. Therefore, the local excise applies to all meals subject to the state sales tax. A community may not vary the rate or the meals subject to the excise. The DOR will distribute the collections to the city or town on a quarterly schedule. For FY14, the DOR estimates Acton would have received \$279,302 from this tax.

(Source: <http://www.mass.gov/dor/docs/dls/mdmstuf/localoptions/meals-estimates.xls>)

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 5 Town Operating Budget
(Majority vote)

To see if the Town will raise and appropriate, and/or appropriate from available funds, a sum of money to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the Regional School budgets, or take any other action relative thereto.

Summary

This article requests funds for the municipal operating budget. The standard motion for the municipal budget appropriation may include the transfer of other monies such as Cemetery Trust Funds and Wetland Filing Fees.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 6

Acton-Boxborough Regional School District Assessment

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

Summary

This article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement.

Direct inquiries to: Glenn Brand, Superintendent: gbrand@abschools.org / (978) 264-4700
Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u> <u>Recommended</u>
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Article 7

Stabilization Fund (General/Capital)

(Two-thirds vote)

To see if the Town will vote to transfer and appropriate from available funds a sum of money to the Stabilization Account, or take any other action relative thereto.

Summary

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
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Article 8

Stabilization Fund (Sewer)

(Two-thirds vote)

To see if the Town will vote to transfer and appropriate from Sewer Enterprise available funds a sum of money to the Sewer Enterprise Stabilization Account, or take any other action relative thereto.

Summary

1,600,000 as shown in Article 13

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	Board of Selectmen	Finance Committee
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Article 9 **Capital Infrastructure and Equipment**
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds a sum of money to be expended by the Town Manager for the purchase, replacement or improvement of facilities, vehicles, infrastructure and equipment as listed below, including related incidental costs, or take any other action relative thereto.

A.	Natural Resources Truck Replacement	55,800
B.	Cemetery Service Building Accessibility	32,500
Total		\$ 88,300

Summaries

A. Natural Resources Truck Replacement

This article requests funding to replace a 2001 Ford F-350 truck used primarily by the Cemetery Department. It is also used by the Highway Department for snow plowing.

B. Cemetery Service Building Accessibility Improvements

The Kennedy Cemetery Service Building, located in the Woodlawn Cemetery, is the Cemetery Department's main office and is open to the public. This building is not currently handicap-accessible. This article requests funding to install an accessible entrance, accessible bathroom and office improvements for public meetings. This funding request is for half of the estimated cost to perform this work. The remaining funding will come from Cemetery Trust Funds.

Direct inquiries to: Tom Tidman, Natural Resources Director: nr@acton-ma.gov / (978) 929-6634
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 10 Fund Collective Bargaining Agreement – Police Superior Officers (FY16-FY18)
(Majority vote)

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and the Acton Superior Officers' Union MCOP Local 380 as filed with the Town Clerk, or take any other action relative thereto.

Summary

This article requests funding for collective bargaining agreement cost items under the provisions of Massachusetts General Law, Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 11 Fund Collective Bargaining Agreement – Police Patrol Officers (FY16-FY18)
(Majority vote)

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and the Acton Police Patrol Officers Association union (APPOA) as filed with the Town Clerk, or take any other action relative thereto.

Summary

This article requests funding for collective bargaining agreement cost items under the provisions of Massachusetts General Law, Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Fund Collective Bargaining Agreement – Highway, Municipal Properties and Cemetery (FY16-FY18)

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its Highway, Municipal Properties and Cemetery personnel union (AFSCME) as filed with the Town Clerk, or take any other action relative thereto.

Summary

This article requests funding for collective bargaining agreement cost items under the provisions of Massachusetts General Law, Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations:	Board of Selectmen	Finance Committee
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Article 13 Minuteman Regional School District Assessment (Majority vote)

To see if the Town will raise and appropriate, and/or transfer and appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

Summary

This article requests funds for the Minuteman Regional Vocational Technical School District Assessment. This assessment, voted by the Minuteman School Committee, is governed by the terms of the Minuteman School District Agreement.

Direct inquiries to: Dr. Ed Bouquillon, Superintendent: ebouquillon@minuteman.org / (781) 861-6500
Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 14 * **Septage Disposal Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

Motion

Move that the Town appropriate \$142,556 for the purpose of septage disposal, and to raise such amount, \$142,556 be raised from department receipts.

Summary

This article requests that the receipts from septage haulers, licensing of septage haulers, licensing of septic system inspectors, licensing of septic installers, and disposal works construction permit fees be used for the purpose of allowing septage collected within Acton to be taken to a water pollution abatement facility and to maintain the Town's septage waste disposal program. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15	Budgeted Revenue FY16	Budgeted Expense FY16	Est. Fund Balance 6/30/16
\$ 153,063	\$ 137,679	\$ 137,679	\$ 153,063	\$ 142,556	\$ 142,556	\$ 153,063

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 15 * **Sewer Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

Motion

Move that the Town appropriate \$1,747,423 for the purpose of operating the sewer system, and to raise such amount, \$1,725,423 be raised from department receipts and \$22,000 be transferred from retained earnings.

Summary

This article requests funding for operation of the municipal sewer system. Sewer charges, private sewer treatment plant fees, connection fees, sewer inspector fees, betterments, State and Federal aid for Sewers, and any other income derived from the operation of the municipal sewer system will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of sewerage disposal for the system. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 2,229,050	\$ 1,765,128	\$ 1,765,128	\$ 2,229,050
Budgeted Revenue FY16	Budgeted Expense FY16	Transfers Out	Est. Fund Balance 6/30/16
\$ 1,725,423	\$ 1,747,423	\$ 1,600,000	\$ 607,050

The FY16 Budgeted Expense includes \$22,000 for a West Acton Sewer Feasibility Study.

The Transfers Out column represents the use of reserves applied to other appropriations in this Warrant.

Direct inquiries to: Stephen Barrett, CPA, Finance Director: collector@acton-ma.gov / (978) 929-6624
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 16 * Transfer Station and Recycling Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

Motion

Move that the Town appropriate \$781,574 for the purpose of solid waste disposal and recycling, and to raise such amount, \$668,191 be raised from department receipts and \$113,383 be transferred from retained earnings, and further move that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

Summary

This article requests funding for the Town's solid waste disposal and recycling operations. The citizens of Acton who use the Transfer Station fund 100% of the costs of the operations from fees. The fees are deposited in a separate account and expended to pay the expenses of solid waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for future expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 1,465,662	\$ 668,816	\$ 773,816	\$ 1,360,662

Budgeted Revenue FY16	Budgeted Expense FY16	Transfers Out	Est. Fund Balance 6/30/16
\$ 668,191	\$ 781,574	\$ 1,000,000	\$ 247,279

The Transfers Out column represents the use of reserves applied to other appropriations in this Warrant.

Chapter 376 of the Acts of 2006 - An Act Authorizing Transfers from the North East Solid Waste Committee Enterprise Fund Balance in the Town of Acton.

SECTION 1. Notwithstanding section 53 F½ of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Acton may from time to time transfer from the town's North East Solid Waste Committee Enterprise Fund to the town's General Fund all or a portion of the remaining North East Solid Waste Committee Enterprise Fund balance, by majority vote of the town meeting, and may appropriate these funds for other municipal purposes.

SECTION 2. This act shall take effect upon its passage.

Direct inquiries to: Richard Waite, Superintendent: highway@acton-ma.gov / (978) 929-7740
Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

Recommendations: Board of Selectmen Finance Committee

Article 17 * **Ambulance Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of health care, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

Motion

Move that the Town appropriate \$897,169 for the purpose of operating the ambulance service, and to raise such amount, \$609,000 be raised from department receipts, \$162,000 be transferred from general revenues and \$126,169 be transferred from retained earnings.

Summary

This article requests an appropriation to operate the Town's ambulance service. The enterprise fund includes the salaries and benefits for eight Firefighter/EMTs allocated to this fund. Charges for ambulance service and any other income derived from the operation of the ambulance service will be deposited in this fund and used for expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15	Budgeted Revenue FY16	Budgeted Expense FY16	Est. Fund Balance 6/30/16
\$ 1,245,572	\$ 749,427	\$ 1,326,707	\$ 668,292	\$ 784,000	\$ 897,169	\$ 555,123

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

To see if the Town will vote, effective as of the close of Fiscal Year 2015, to revoke the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws as to the Council on Aging Van Enterprise Fund; to close the Council on Aging Van Enterprise Fund balance to the General Fund; and to transfer any assets, debts and long-term liabilities of the Council on Aging Van Enterprise Fund to the General Fund; or take any other action relative thereto.

Motion

Move that, effective as of the close of Fiscal Year 2015, the Town revoke the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws as to the Council on Aging Van Enterprise Fund; close the Council on Aging Van Enterprise Fund balance to the General Fund; and transfer any assets, debts and long-term liabilities of the Council on Aging Van Enterprise Fund to the General Fund.

Summary

This Article will revoke the existing Council on Aging Van Enterprise Fund. The operation and funding of the Council on Aging Van will migrate to the Transportation Enterprise Fund which will be established in Article 19. With four van services operating Monday through Friday, and a 5th fixed route shuttle to be implemented in FY 2016, it is important to have all of these transportation programs managed through one fund; to better track the service being provided and improve the efficiency of each service. As approved at the 2014 Annual Town Meeting the fund balance of \$32,315 is being used to offset costs in FY 2015. It is anticipated that the fund balance will be at zero on June 30th but if any funds remain they will flow into the General Fund.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

Recommendations:

Board of Selectmen

Finance Committee

Article 19 * **Transportation Enterprise Fund**
(Majority vote)

To see if the Town will vote to accept the provisions of Chapter 44, Section 53F½ of the General Laws to establish a Transportation Enterprise Fund for transportation purposes, to be effective on July 1, 2015, and further to see if the Town will raise and appropriate, or appropriate from available funds a sum of money for such transportation purposes, or take any other action relative thereto.

Motion

Move that the Town (a) accept the provisions of Chapter 44, Section 53F½ of the General Laws to establish a Transportation Enterprise Fund for transportation purposes to be effective on July 1, 2015, and (b) appropriate \$509,400 for such transportation purposes, and to raise such amount, \$234,439 be transferred from general revenues, \$178,099 be raised from department receipts, and \$96,862 be transferred from the commuter lot parking fees fund balance, and (c) authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

Summary

This is the sixth year of the transportation program that has previously been funded through Article appropriations at Annual Town Meetings since 2009. This Article will establish a Transportation Enterprise Fund from which all transportation programs will operate. The Council on Aging Van which was formerly funded from a separate Council on Aging Van Enterprise Fund will now be operated and funded from the Transportation Enterprise Fund. Also included in this fund are the MinuteVan transportation services; the Dial-A-Ride (General Population), Rail Shuttle (Commuters), and the Road Runner service (Seniors and People with Disabilities). In addition, a fixed route business/customer/employee service will be launched this year. This service will have hourly runs with stops along Great Road, Kelly's Corner, West Acton Center and South Acton Center. All of these programs run Monday through Friday and are dedicated to meet the needs of commuters, local travelers, Seniors and People with Disabilities. Matching funds for portions of the programs are received from the Lowell Regional Transportation Association and the Massachusetts Department of Transportation. Funds from the Commuter Parking lot fund are also dedicated to the Rail Shuttle service.

Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15	Budgeted Revenue FY16	Budgeted Expense FY16	Est. Fund Balance 6/30/16
				\$ 509,400	\$ 509,400	\$ 0

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632
Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 20 * Self-Funding Programs (Revolving Funds)
(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53 E½ to establish or continue revolving funds for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services and Fire Department Fire Alarm Network as noted below:

Fund	FY16 Estimated Revenue	FY16 Authorized Expenditure
Historic District Commission	\$ 200	\$ 200
Building Department	295,588	295,588
Sealer of Weights and Measures	14,623	14,623
Health Department		
Food Service Inspections	53,555	53,555
Hazardous Materials Inspections	50,999	50,999
Stormwater Inspections	49,815	49,815
Crosstown Connect	225,000	225,000
Fire Department		
Fire Alarm Network	64,165	64,165
Total	\$ 753,945	\$ 753,945

, or take any other action relative thereto.

Motion

Move that the revolving funds for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department and Fire Department be continued in the amounts and for the purposes set forth in the expense column of this Article.

Summary

This article allows the Town to fully fund the Historic District Commission activities, Building Department inspectional programs, Sealer of Weights and Measures services, specified ongoing Health inspectional programs and the Town-wide Fire Alarm Network from their respective receipts and fund balance. This article removes the cost of these services from the tax base. Fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of operating each program. If income exceeds costs, the excess is retained for use of the specific program in any subsequent period.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 21 * **Town Board Support – Acton-Boxborough Cultural Council**
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$2,000 to be expended by the Town Manager for the ongoing expenses of the Acton-Boxborough Cultural Council for programs in Acton, or take any other action relative thereto.

Motion

Move that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

Summary

The Acton-Boxborough Cultural Council (ABCC) seeks a sum of money to produce cultural activities and programming in Acton. These funds will help to foster collaborations among local artists and cultural organizations and to address the cultural needs of the Town. This will augment the funds received by the ABCC from the State through the Massachusetts Cultural Council.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 22 Non-Binding Resolution – Senior Tax Relief

(Majority vote)

To see if the Town will ... or take any other action relative thereto.

Summary

Direct inquiries to: Brian McMullen, Principal Assessor: assessor@acton-ma.gov / (978) 929-6621

Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 23 Non-Binding Resolution – Pay as You Throw / SMART Trash

(Majority vote)

To see if the Town will adopt a non-binding resolution supporting the creation of a plan and timeline to evaluate and implement fiscally responsible solutions for increased recycling and waste reduction, including strategies such as “pay as you throw (PAYT)” or “save money and reduce trash (SMART),” or take any other action relative thereto.

Summary

Direct inquiries to: Corey M. York, P.E., Town Engineer: engineering@acton-ma.gov / (978) 929-6630

Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

To see if the Town will vote to appropriate or set aside for later appropriation, and to authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2014 Community Preservation Fund balances as set forth herein, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article's Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation;

FY 2014 COMMUNITY PRESERVATION FUND BALANCES	
FY 2014 Community Preservation Fund Revenues	
Community Preservation Fund Surcharge Collected in FY 2014	\$ 839,328.61
State Community Preservation Trust Fund Receipt, October 2014	\$ 263,941.00
Other FY 2014 Community Preservation Fund Components	
Interest Earned in FY 2014	\$ 21,468.94
Unencumbered FY 2014 Fund Balance	\$ 2,454.53
Recapture of unspent previous years' project appropriations	\$ 71,823.13
Total - FY 2014 Community Preservation Fund Balance	\$1,199,016.21
FY 2014 Open Space Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration	\$1,658,571.87
Total FY 2014 Open Space Set-Aside Fund Balance	\$1,658,571.87
FY 2014 Historic Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 0.00
Total FY 2014 Historic Set-Aside Fund Balance	\$ 0.00
APPROPRIATIONS FROM COMMUNITY PRESERVATION FUND BALANCE	
Purposes	Recommended Amounts
Set-Aside Appropriations for	
A. Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 300,000.00
B1. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2014 revenues	\$ 30,326.97
B2. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required make-up for under-spending 10% of revenues in 2012 after recapture	\$ 2,707.85
Spending Appropriations	
C. Acton Housing Authority – Project Feasibility Study	\$ 35,000.00
D. Community Housing Program Fund*	\$ 150,000.00
E. Forest Cemetery – National Register Nomination	\$ 10,000.00
F. Acton Woman's Club – Phase 2, Preservation & Accessibility	\$ 70,000.00
G. Acton Arboretum – Fern Boardwalk and Tree Removal	\$ 24,952.19

H. Ice House Pond & Robbins Mill Pond – Water Chestnut Removal	\$ 36,000.00
I. Acton Arboretum – Irrigation Well	\$ 26,124.50
J. Schools – Nature Play Space, Construction	\$ 120,000.00
K. Discovery Museum – Discovery Woods & Creativity Playscape	\$ 150,000.00
L. Assabet River Rail Trail	\$ 143,230.00
Administrative Appropriation	
M. A fund for CPC direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$ 55,163.00
Total Recommended Appropriations from FY 2014 Community Preservation Fund Balance	\$1,153,504.51
SPENDING APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE	
N. Wright Hill Open Space Land Acquisition - Debt Service	\$ 7,000.00
Total Recommended Appropriations from the Open Space Set-Aside Fund	\$ 7,000.00
Resulting Fund Balances	
Resulting FY 2014 Community Preservation Fund Balance	\$ 45,511.70
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$1,951,571.87
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 33,034.32

* Provided further pursuant to Town Charter Section 6-5 that the appropriation to the Community Housing Program Fund shall not lapse three years and one month following the effective date of the vote on this article, and that this appropriation and all prior appropriations to the Community Housing Program Fund shall continue to be available for the purpose specified until expended for that purpose or until the CPC recommends and Town Meeting votes to rescind the appropriation of any unspent funds appropriated for this purpose.

, or take any other action relative thereto;

And, whereas Massachusetts General Laws, Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the FY 2014 Community Preservation Fund Revenues at least 10% for open space, 10% for historic preservation, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic preservation, and community housing each meet or exceed 10% of the FY 2014 Community Preservation Fund Revenues;

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts;

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2014 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2014 Community Preservation Fund Revenues for open space (\$110,326.97), not less than 10% of the FY 2014 Community Preservation Fund Revenues for historic preservation (\$110,326.97), and not less than 10% of the FY 2014 Community Preservation Fund Revenues for community housing (\$110,326.97), or take any other action relative thereto.

Summary

This article would make appropriations from the Town's Community Preservation Fund balance and from the Community Preservation Open Space Set-Aside Fund. All items listed are recommended by the Community Preservation Committee.

In 2002, the Town adopted the Community Preservation Act, Massachusetts General Laws Chapter 44B (CPA). This established Acton's Community Preservation Fund through a 1.5% annual surcharge on real estate property tax bills with certain exemptions, and made the Town eligible to receive annually additional monies from the Massachusetts Community Preservation Trust Fund, which are added to the Town's Community Preservation Fund. Under the CPA, the Community Preservation Fund may be used to acquire, create and preserve open space; to acquire, preserve, rehabilitate, and restore historic resources; to acquire, create, preserve and support community housing; to acquire, create, preserve, rehabilitate and restore land for recreational use; to rehabilitate and restore open space and community housing that were acquired or created with Community Preservation Funds; and for certain related expenses in support of the foregoing. Community housing is defined as housing for low- and moderate-income individuals and families. This is the eleventh year of appropriations from Acton's Community Preservation Fund.

Local adoption of the CPA established the Acton Community Preservation Committee as a statutory committee under the Act (Chapter S of the Bylaws of the Town of Acton). The Community Preservation Committee's duties under the law are to study the needs, possibilities, resources, and preferences of the Town regarding community preservation; to engage in an open and public process of deliberation and consult with other Town Boards and Committees; and to make recommendations to Town Meeting for appropriations from the Community Preservation Fund.

In September 2014, the Community Preservation Committee published its 2015 Community Preservation Plan with guidelines for the submission of projects seeking funding. The Committee received fourteen applications for funding of proposed projects and programs. The Committee reviewed the applications, interviewed proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under the Act. This article represents the Committee's overall recommendation for appropriations, which includes recommended funding from the available Community Preservation Fund balances for eleven of the proposed projects and programs, statutorily required adjustments, debt service on a prior year bond, and administrative program support. The recommended funding levels may differ from the amounts requested by the projects' proponents and some of the proposed projects have undergone significant transformations from how they were proposed originally.

All recommended amounts are "up-to" spending limits. Savings, if any, will be available for future appropriations. As in previous years the recommended appropriations include a set-aside for open space. The recommended appropriations leave a remaining Community Preservation Fund balance of \$45,511.70 that is available for future Town Meeting appropriations in all eligible funding categories under the Act.

The CPA states that Town Meeting may delete or reduce any of the recommended appropriations, but may not add new items or increase the recommended appropriations. The Act also requires that the Community Preservation Committee recommends and that Town Meeting appropriates in each fiscal year the spending of not less than 10% of the annual revenues in the Community Preservation Fund (\$110,326.97 in FY 2014) for each of the following: open space; historic resources; and community housing. The Committee may also recommend the eminent domain taking by the Town of interest in real property (not recommended this year), the borrowing of funds for Community Preservation (not recommended this year), and an appropriation of not more than 5% of the annual revenues of the Community Preservation Fund for the Committee's administrative and operating expenses (\$55,163.00 recommended).

A total of \$71,823.13 has been recaptured from unspent prior years' Community Preservation project appropriations and closed to the Community Preservation Fund. The recaptured amounts came from two

prior years' projects and programs. The recapture of prior year project appropriations can result in spending less than the statutory minimum 10% in any particular fiscal year for historic, open space, or community housing projects. This article makes appropriations to the Historic Set-Aside fund to compensate for such shortfalls in one prior year, as well for a funding shortfall for historic preservation projects in the current year.

A. Open Space Set-Aside

The current Open Space Set-Aside Fund balance is \$1,658,571.87. This item adds \$300,000. Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from the Open Space Set-Aside Fund for the purpose of acquisition, creation, and preservation of open space, or its rehabilitation or restoration.

Recommendations: **Board of Selectmen** **Finance Committee**

B1. and B2. Historic Preservation Set-Asides

The recapture of prior years' unspent CPA funds appropriated in 2012 for historic purposes put the Town below the 10% statutory minimum threshold for either spending or setting aside for later spending CPA funds for historic preservation, rehabilitation and restoration purposes in that year. To make up this shortfall, the Committee recommends an appropriation of \$2,707.85 to the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation, and Restoration of Historic Resources.

This year the total recommended appropriation for historic preservation, rehabilitation, and restoration projects is less than the statutory 10% minimum. To make up for this shortfall, the Committee recommends that Town Meeting also set-aside \$30,326.97 to the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation, and Restoration of Historic Resources.

Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from this set-aside fund for the purpose of acquisition, preservation, rehabilitation and restoration of historic resources.

Recommendations: **Board of Selectmen** **Finance Committee**

C. Acton Housing Authority – Project Feasibility Study

The recommended \$35,000 appropriation for the Acton Housing Authority will fund consulting services for a planning and feasibility study. The study will assist in determining the most feasible options for creating new affordable housing opportunities for low-income Acton seniors, disabled, and families. The study will also look at the feasibility of reusing existing affordable housing for low-income seniors.

Recommendations: **Board of Selectmen** **Finance Committee**

D. Community Housing Program Fund

The recommended \$150,000 appropriation replenishes the existing Community Housing Program Fund for "the acquisition, creation, preservation, and support of community housing in the Town of Acton." The Fund was first established with a CPA appropriation in 2004. It is used to finance a diversity of affordable housing initiatives and opportunities as they arise, for Acton residents and their adult children, for employees who work for and in the Town, as well as for new residents from outside of Acton. This fund is managed by the ACHC for Community Housing activities and projects that are allowable under the CPA and recommended by the ACHC or any other entity subject to approval by the Board of Selectmen.

As in previous years, the ACHC proposes to largely continue current programs and initiate new programs. Recent programs and projects include:

- Funding a Housing Production Plan;
- Closing costs and mortgage payment assistance to 19 first-time homebuyers of affordable units;
- The purchase or subsidy of 7 units for the Acton Housing Authority's low income rental program including 4 new construction units;
- Funding sewer betterments for affordable units in 4 developments;
- A condo buy-down and selling price subsidy for 9 units;
- Capital improvements for 8 affordable units, and
- Supplementing funding for 4 years of membership in the Regional Housing Services Office.

The ACHC has access to privately funded affordable housing gifts that can be leveraged or supplemented with CPA appropriations to the Community Housing Program Fund.

Recommendations: **Board of Selectmen** **Finance Committee**

E. Forest Cemetery – National Register Nomination

The Massachusetts Historical Commission has previously deemed the cemetery eligible for inclusion in the National Registry Listing and the Cemetery Commissioners have affirmed their desire to pursue this designation. The recommended \$10,000 will provide funding to hire a Historic Preservation Consultant to prepare the nomination papers to be submitted to the National Parks Service. Adding the Forest Cemetery to the National Register will give it the recognition it deserves, increase the protection on the property via Mass Historical Review of future adjacent projects, and allow Federal grants for restoration of the property.

Recommendations: **Board of Selectmen** **Finance Committee**

F. Acton Woman's Club- Phase 2, Preservation and Accessibility

The Acton Woman's Club is located in the Acton Center Historic District. The Woman's Club received Community Preservation Act (CPA) funding in 2011 for the installation of an accessible sloped walkway at the right-side building entrance to provide handicap accessibility to the first floor. Subsequently, the improvements triggered the requirement of full building accessibility by the Massachusetts Architectural Access Board. Following this determination, the Club requested CPA funding to help address full accessibility for this historic property by installing a vertical lift to the second floor and renovating the first floor bathroom. \$150,000 was appropriated in 2014 from the CPA for the project. The total cost for this rehabilitation project was estimated at \$248,400, including contingencies. The award in 2014 anticipated the difference would be made up through third-party grant funds or by completing the project with a phased CPA funding approach. Unfortunately, the Club's application for a \$98,000 grant from the State's Cultural Facilities Fund (CFF) was unsuccessful. The recommended \$70,000 will complete the second phase of the project and include addressable fire alarm system, illuminated exit signs, emergency lighting and panic devices on the exit doors. With the work already done, knowledge of the building is sufficient to eliminate funding for any contingencies. This rehabilitation work must be carried out to be in compliance with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R Part 68.

Recommendations: **Board of Selectmen** **Finance Committee**

G. Acton Arboretum – Fern Boardwalk and Tree Removal

The recommended \$24,952.19 appropriation will help fund the construction of a new boardwalk and the removal of 14 trees to improve safety and forest diversity. The fern boardwalk is the last of three, deteriorated, wooden boardwalks to be replaced and made ADA accessible in the Arboretum in three years with CPA fund requests with each boardwalk being over 25 years old. The current fern boardwalk is failing; there is rot in vertical columns; decayed concrete footings; rotten and patched railings; sagging and uneven floorboards. The total cost of a new boardwalk is \$23,102.19. A large, multi-trunked red maple tree next to the boardwalk is dying and may fall onto the boardwalk. In addition, there are 13 black walnut trees along the wildflower trail that would be removed to improve forest diversity. The total cost for tree removal is \$2,850.

Total cost of the project is \$25,952.19 which would be offset by pledged and anticipated contributions to this effort which include a \$1,000 donation from the Friends of the Acton Arboretum and an in-kind donation from Axe Brothers of \$500.

Recommendations: **Board of Selectmen** **Finance Committee**

H. Ice House Pond and Robbins Mill Pond - Water Chestnut Removal

The recommended \$36,000 appropriation will fund a three-year water chestnut removal program for Ice House Pond and Robbins Mill Pond. This preservation project will be conducted by a licensed environmental company using mechanical harvesting. Water Chestnut (*Trapa natans*) is a “non-native” (or exotic) and invasive aquatic plant that is covering the ponds’ surfaces and building up detritus on the bottoms. Without annual intervention, these impoundments develop anaerobic conditions destroying the aquatic ecosystem. Volunteers in Acton have been working to hand pull the plants from the surface of Ice House Pond since 2010 and Robbins Mill Pond since 2013 but cannot keep up with the growth of water chestnuts with human volunteer efforts. Both ponds have scenic, recreational and ecological benefits. Robbins Mill Pond is within a listed NHESP Endangered Species Habitat. Removal of the water chestnuts will restore the natural riverine characteristics and preserve Acton’s important water resources.

Recommendations: **Board of Selectmen** **Finance Committee**

I. Acton Arboretum - Irrigation Well

The recommended \$26,124.50 appropriation will fund the cost and installation of an irrigation well at the Acton Arboretum. The Acton Arboretum water supply has been shut down for 2 years due to a leak. The Acton Arboretum water comes from a metered town service near the corner of Taylor Road and Main Street. The Natural Resources Department has been unable to locate the leak, necessitating the Municipal Properties Department to shut off supply. Volunteers have been carrying and hand watering all of the Arboretum plantings via a portable water tank. The total cost for the irrigation well is \$28,249 which would be offset by pledged and anticipated contributions including: \$500 donation from the Friends of the Acton Arboretum, and \$1,624 from the Acton Recreation Department budget.

Recommendations: **Board of Selectmen** **Finance Committee**

J. Schools – Nature Play Spaces, Construction

Last year Town Meeting appropriated \$24,000 from CPC funds for the planning and design of the outdoor, natural play spaces at each of Acton’s elementary schools. This request is for the construction of the Nature Play Spaces for the Acton elementary schools as part of the regional school system. Currently the play

areas and structures at the elementary schools in Acton are situated in the outdoors, but do not invite children to interact with nature in independent ways. The recommended \$120,000 will fund the construction of handicapped accessible, resource rich, simply constructed nature place spaces for the elementary schools in Acton. The Play Spaces will include areas for sand and dirt play, climbing on natural materials, planting stations, areas of native grasses, willow tunnels, and gathering spaces for class use. Each space will reflect the unique landscape of the school site, and a curriculum will be planned around these spaces. The total cost for this project is \$165,600. This award anticipates the difference will be made up through various school partners and facilities and labor provided by the Acton-Boxborough Regional School District.

Recommendations: **Board of Selectmen** **Finance Committee**

K. Discovery Museum – Discovery Woods and Creativity Playscape

The Discovery Museums, Inc. proposes to build two main outdoor recreational activity areas, called Discovery Woods and Creativity Playscape, to relocate parking and to build a gateway/portal to allow better access to the adjacent Great Hill conservation and recreation land. The total project cost is \$1.3 million, of which 85% is funded through private donations. The recommended \$150,000 will help fund the two main outdoor areas, Discovery Woods (a nature playscape) and the Creativity Playscape. The two areas will be fully inclusive and accessible outdoor learning and recreation spaces serving citizens of all ages and, importantly, of all abilities. The project will both preserve and enhance open space at The Discovery Museums, relocating parking to restore a natural landscape along Great Hill and create a prominent portal to the conservation land. As a condition of funding to a private entity, the Community Preservation Committee will require that the Museum grants the Town an access trail easement (across a portion of The Discovery Museums' property to the Town's Great Hill Conservation and Recreation Area) for public use, and a use restriction (preserving and authorizing active recreation on that portion of the Discovery Museums' property subsidized with CPA Funds).

Recommendations: **Board of Selectmen** **Finance Committee**

L. Assabet River Rail Trail

The 12.5-mile Assabet River Rail Trail (ARRT) is proposed to run from Acton via Maynard, Stow, and Hudson, to Marlborough. The five communities have jointly advanced the trail since 1995 and a section of the ARRT in Marlborough and Hudson is built and actively being used. To date, the ARRT has received close to \$2.2 million in public and private funding, donations, and commitments. Acton Town Meeting has appropriated \$30,000 in 1998 and an additional \$170,000 from a 2004 Community Preservation appropriation to meet their 20% local share for trail design cost. This local funding leveraged Federal funds for trail design and now for the construction phase of the ARRT in Acton-Maynard, which has been scheduled on the Transportation Improvement Program (TIP) for construction funding in Federal Fiscal Year 2016. To meet this schedule all plans must be finished, all permits must be in-hand, all property interests must be secured, and the project must be advertised before the end of September 2015.

Acton's +/-1.4-mile/7.9-acre portion of the ARRT begins at the south side of the South Acton commuter rail station, through the Caouette-Simeone land, south along a former rail line and parallel to Main Street, to the Maynard line. A commercial building near the Maynard Town line at 20 Main Street obstructs the former rail corridor. In 2005, the Town obtained an easement from the property owner to align the trail behind the parking lot and building. In 2013 MassDOT indicated they were not in support of said trail alignment behind the building due to the extremely high cost of constructing an elevated trail through extensive wetlands and flood plains. Accordingly, the trail alignment has changed to reduce impact to wetlands and reduce construction cost. A new easement in the front of the property is now required. In addition, there is a need for easements in other locations to facilitate trail access, including emergency access, to accommodate

wetlands replications, landscaping, and trail alignment and construction. The recommended \$143,230 will help fund the easement acquisitions estimated to cost approximately \$170,000. The difference will be made available from gifts. This is a federally funded project. Under Federal and State policies and regulations, municipalities are responsible for the funding and executing any acquisitions for the Assabet River Rail Trail. Further, in accordance with Federal laws the Town cannot enter acquisition talks with the land owner until specific Federal permits and sign-offs are in place, and the Town must offer each affected land owner fair market value compensation. If the easement is donated, the funds will be returned to the Community Preservation account.

Recommendations: **Board of Selectmen** **Finance Committee**

M. Administrative and Operating Expenses

The recommended appropriation in the amount of \$55,163.00 is 5% of the FY 2014 revenues in the Community Preservation Fund as provided in the Act (local surcharge and State trust fund receipts). The funding is to help the Town with administrative and legal expenses incurred in connection with the support of the Community Preservation Committee and Program, and to pay for the Community Preservation Committee's direct expenses such as the annual membership in the Massachusetts Community Preservation Coalition.

Recommendations: **Board of Selectmen** **Finance Committee**

N. Wright Hill Open Space Land Acquisition – Debt Service

The recommended \$7,000 will fund the first year of required debt service for the purchase of the Wright Hill open space parcel. This amount will pay for short-term borrowing costs until the Town has issued a larger municipal bond package. The 2014 Annual Town Meeting authorized the Treasurer, with the approval of the Selectmen, and pursuant to the favorable recommendation of the Community Preservation Committee to borrow for a repayment term of not less than 15 years and not more than 20 years up to \$990,000 for the Wright Hill open space land.

Recommendations: **Board of Selectmen** **Finance Committee**

Direct inquiries to: Roland Bartl, AICP, Planning Director: planning@acton-ma.gov / (978) 929-6631
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Article 25 **Amend Previous Authorization – 1 of 2**
(Majority vote)

To see if the Town will vote to amend and extend authorization under **Article X of the Y** Annual Town Meeting such that funds previously raised and appropriated, transferred and/or appropriated from available funds for **Z** may be utilized to **A**, including related incidental costs, or take any other action relative thereto.

Summary

This article will amend the previous authorization's purpose to **A**.

Direct inquiries to: Tom Tidman
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 26 **Amend Previous Authorization – 2 of 2**
(Majority vote)

To see if the Town will vote to amend and extend authorization under **Article X of the Y** Annual Town Meeting such that funds previously raised and appropriated, transferred and/or appropriated from available funds for **Z** may be utilized to **A**, including related incidental costs, or take any other action relative thereto.

Summary

This article will amend the previous authorization's purpose to **A**.

Direct inquiries to: Tom Tidman
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 27 **Authorize Land Swap – Harris Street**
(Two-thirds vote)

To see if the Town will vote ... or take any other action relative thereto.

Summary



Direct inquiries to: Tom Tidman
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

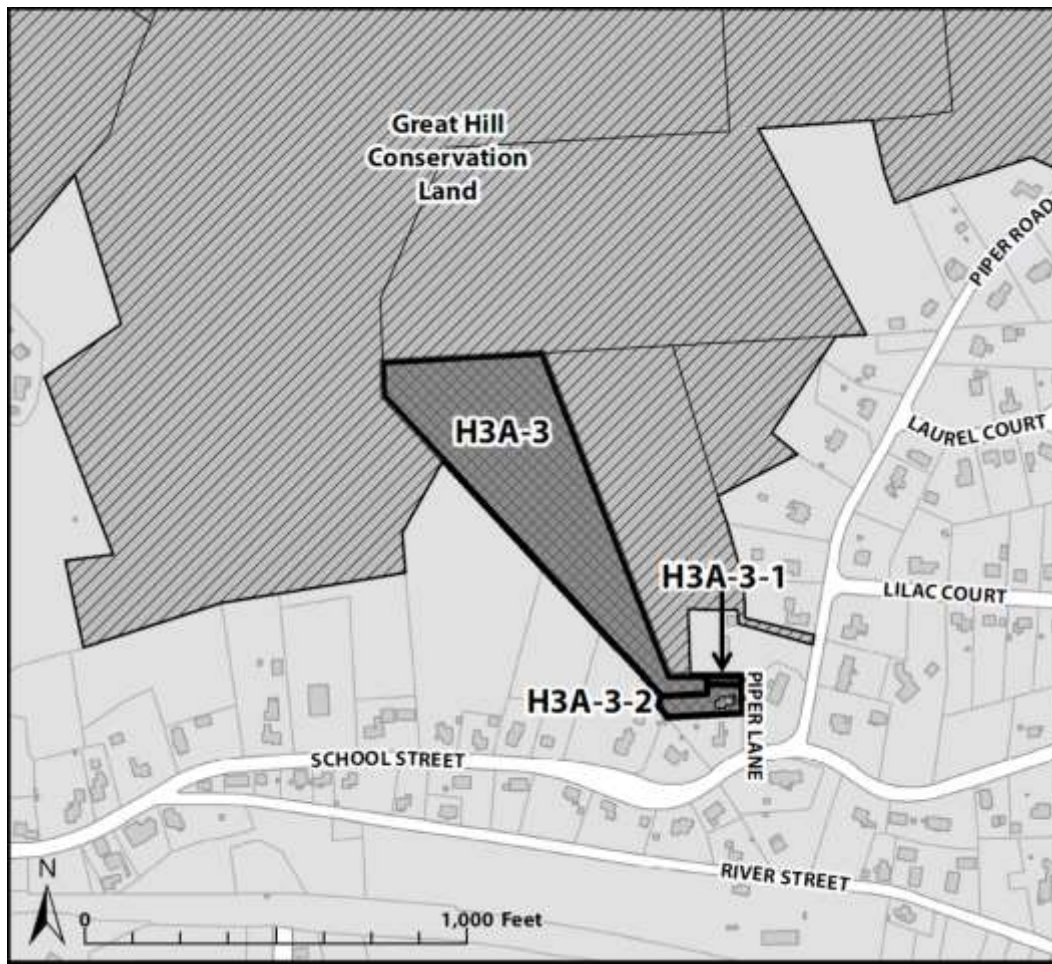
Recommendations: **Board of Selectmen** **Finance Committee**

Article 28 Land Acquisition – Piper Road (Magoon)
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for municipal purposes, Parcels 3,3-1 & 3-2 as shown on the Town of Acton Atlas Map H-3A, and recorded at the Middlesex South Registry of Deeds in Deed Book 48726 Page 495 and Deed Book 23190 Page 437; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

Summary

The owner of these parcels on Piper Lane approached the Town about purchasing these properties. The proposed purchase price for Acton includes the initial purchase price along with the associated costs.



Direct inquiries to: Tom Tidman
Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

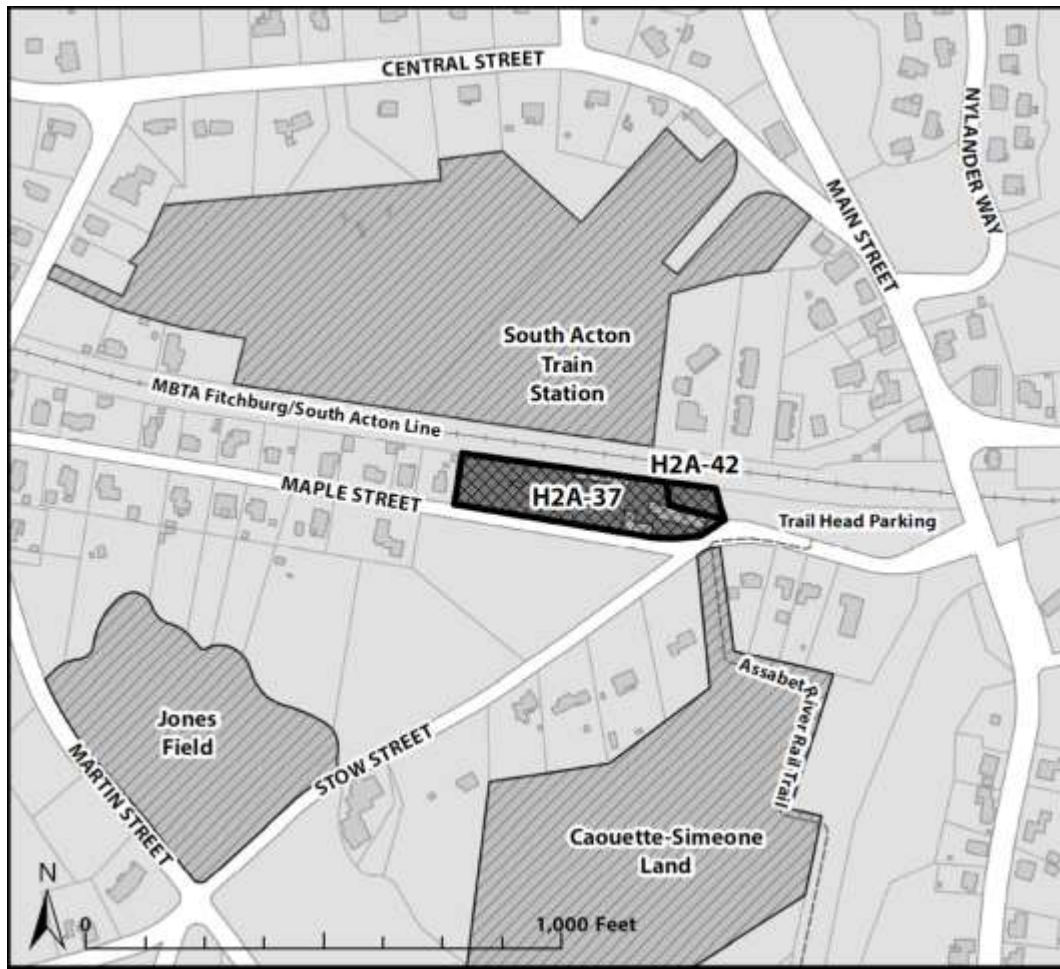
Recommendations: **Board of Selectmen** **Finance Committee**

Article 29 **Land Acquisition – Maple Street (Richards)**
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for municipal purposes, Parcels 37 and 42 as shown on the Town of Acton Atlas Map H-2A, and recorded at the Middlesex South Registry of Deeds in Deed Book 11658 Page 673 and Deed Book 45836 Page 526; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

Summary

The owner of these parcels on Maple Street inquired about the Town's interest to purchase these properties. The South Acton Train Station Advisory Committee recommended to the Board of Selectmen to acquire these properties. The proposed purchase price for Acton includes the initial purchase price along with the associated costs.



Direct inquiries to: Corey M. York, P.E., Town Engineer: engineering@acton-ma.gov / (978) 929-6630
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 30 Amend Zoning Map – Brookside Shops

(Two-thirds vote)

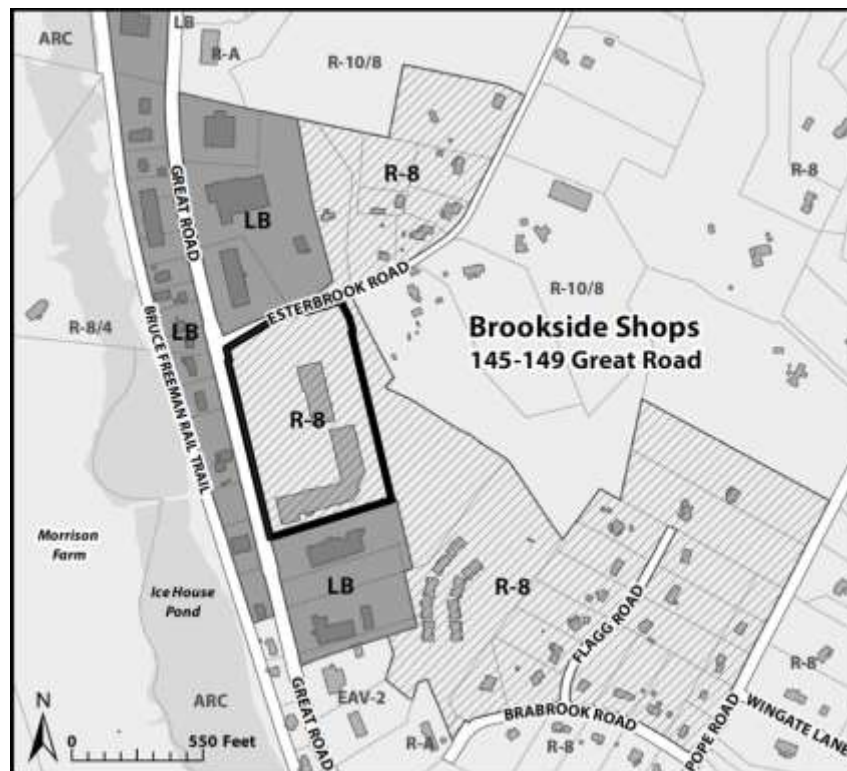
To see if the Town will vote to amend the Zoning Bylaw, Map Number 1, by changing the zoning district designation for Town Atlas parcel F4-37 (145 to 149 Great Road) from Residence 8 (R-8) to Limited Business (LB), or take any other action relative thereto.

Summary

145-149 Great Road is the site of Brookside Shops (Staples, Trader Joe's, Talbots, etc.). Originally zoned for General Business, the site was rezoned to single-family residential (R-8) in 1990 as part of a comprehensive zoning plan for Great Road. The then-owners of the subject site objected to the rezoning of their property and availed themselves of statutory grandfathering protection devices to preserve the pre-1990 General Business zoning for their property. Brookside Shops was built about 13 years ago under these grandfathering protections in conformance with pre-1990 General Business District zoning requirements.

Today, the grandfathering protections for the subject property have expired, and the site is subject to R-8 zoning regulations. Severe non-conformity restrictions result from the mismatch between the established commercial use and the residential zoning regulations. This makes it often impossible for the existing businesses to implement changes to their establishments, or to change business establishments in the plaza, without frequent involvement by the Board of Appeals for special permits or variances. This article is intended to acknowledge the commercial nature of the property that now exists.

The General Business District no longer exists in Acton. The proposed LB zoning is consistent with other business properties along Great Road. LB zoning for the site will not eliminate all non-conformities, but will reduce them considerably.



Direct inquiries to: Roland Bartl, AICP, Planning Director: planning@acton-ma.gov / (978) 929-6631
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee** **Planning Board**

Article 31 * Amend Town Bylaws –Police Details
(Majority vote)

To see if the Town will vote to amend Chapter E of the General Bylaws by adding the following section E58:

E58. Police Details

1. Requested Police Details. Any person or entity performing any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along any public way, street, sidewalk, road shoulder or other public place within the Town shall first notify the Acton Police Department. Any person may request that police details be furnished by the Acton Police Department as the Chief of Police (or his or her designee) may determine to protect public health, safety and welfare during the performance of such work or for any other activity or event for which a police detail is requested. The person or entity requesting such police details shall pay the Acton Police Department at the prevailing rate for all such police details as are provided by the Acton Police Department pursuant to such a request. The Chief of Police (or his or her designee) may in his or her discretion determine that such police details are not required in the event the person or entity complies throughout such work with applicable provisions of the General Laws permitting the use of flagmen as an alternative to such police details.
2. Required Police Details. Upon receipt of a notice pursuant to the prior section, or on his or her own initiative, the Chief of Police (or his or her designee) shall have the authority to require police details where he or she determines that the passage or flow of vehicular or pedestrian traffic may be disrupted, or where the public safety, health and welfare may be otherwise affected, on any public way, street, sidewalk, road shoulder or other public place within the Town as a result of any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along said public way, street, sidewalk, road shoulder or other public place, except where police details are provided by the Massachusetts State Police for that work. The person or entity performing such work shall pay the Acton Police Department at the prevailing rate for all such police details as are provided by the Acton Police Department.
3. Prohibited Work. No person or entity shall perform any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along said public way, street, sidewalk, road shoulder or other public place within the Town until the person or entity has complied with these bylaws.
4. Regulations. The Chief of Police shall adopt written criteria consistent with applicable law and with these bylaws concerning the process to be implemented, payments to be made for, and emergency exceptions (if any) to the procurement of such police details. The Chief of Police may require the posting of a bond or cash in advance of such work as reasonably necessary to secure payment for such police details.
5. Failure to Pay. Any such person or entity who fails to make payment for requested or required police details when due shall pay to the Town, in addition to the cost of the police details as set forth above, interest at the rate equivalent to that assessed for unpaid taxes pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 57, as said provisions may from time to time be amended, calculated from the date the police details are provided to the date on which the person or entity makes full payment for such police details as required hereunder.
6. Violations. Any such person or entity that violates any provision of this Section E58 shall be subject to a penalty of three hundred dollars (\$300.00) for each offense. Each day that such violation

continues shall constitute a separate offense. The Chief of Police or his or her designee is hereby authorized to stop any work conducted in violation of any provision of Section E58.

7. Exemptions. The Town of Acton is exempt from the requirements of Section E58.

And further to see if the Town will amend Chapter E, Section E45, by adding the following provision after the provision entitled “Chapter E - Section E45 - Non-Criminal Disposition:”

Chapter E - Section E58 - Police Details - enforcing Persons – Regular Police Officer - Fine \$300.00, each offense.

, or take any other action relative thereto.

Motion

Move that the Town adopt the General Bylaw amendments as set forth in the Article.

Summary

The article asks Town Meeting to amend the Town’s General Bylaws to add a section governing the use of and payment for police details and to amend the section governing enforcement of the proposed Bylaw. Specifically, the Bylaw proposed by this article requires anyone doing work in a public way in Acton to notify the Police Chief of that work. If a police detail is requested for such work, event or activity, or determined to be necessary by the Chief, the party requesting that detail or performing that work shall pay the Town the prevailing rate for such police details. The Chief is required to develop the procedures for making such requests and payments of the same, and for determining any emergency exceptions. This Bylaw largely codifies the Town’s existing practice.

Direct inquiries to: Frank Widmayer, Police Chief: fwidmayer@acton-ma.gov / (978) 263-2911

Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 32 * Amend Kennel License Fee Structure
(Majority vote)

To see if the Town will amend its fee structure for kennel licenses as follows:

Type of Kennel	Fee
Commercial Boarding or Training Kennel	\$125.00
Commercial Breeder Kennel	\$125.00
Domestic Charitable Kennel	No Fee (exempt by statute)
Veterinary Kennel	\$125.00
Personal Kennel	<ul style="list-style-type: none">• \$ 45.00 (1-4 dogs, six months of age and older)• \$ 89.00 (5-9 dogs, six months of age and older)• \$ 125.00 (10 or more dogs, six months of age and older)

, or take any other action relative thereto.

Motion

Move that the Town amend its fee structure for kennel licenses as set forth in the article.

Summary

This article proposes to amend the Town's fee structure for the issuance of kennel licenses. This article does not request any appropriations. Currently, the Town Clerk's office calculates kennel license fees as follows:

- 1-4 dogs = \$45.00
- 5-9 dogs = \$89.00
- 10-19 dogs = \$125.00

Recent revisions to state law governing animal control define kennels in five categories for licensing purposes: Commercial Boarding or Training Kennels, Commercial Breeder Kennels, Domestic Charitable Kennels, Personal Kennels, and Veterinary Kennels. This amendment would modify the Town's licensing fee structure to reflect the five new statutory categories listed above. This amendment does not change any zoning provision related to kennel uses or permit any uses currently not allowed. Under this new fee structure, the fee for a Personal Kennel license would remain the same as it is now. This article changes fees only for non-Personal Kennels operated for commercial or veterinary purposes to a flat \$125.00, which is in line with kennel fees in other towns. A kennel license is in lieu of individually licensing dogs owned by the kennel.

Direct inquiries to: Eva Szkaradek, Town Clerk: clerk@acton-ma.gov/ (978) 929-6620

Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 33 * **Accept Street – Brabrook Road**
(Two-thirds vote)

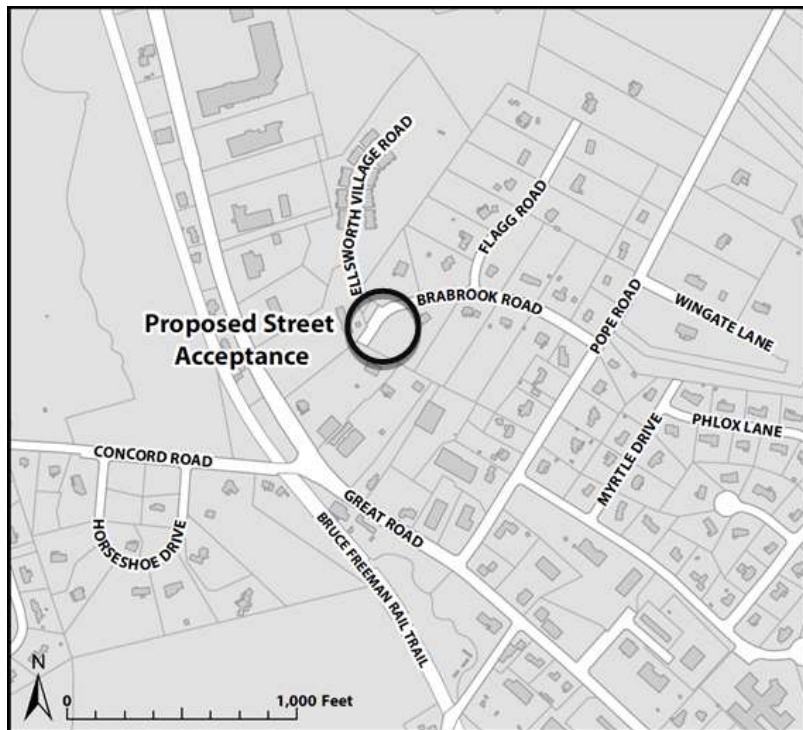
To see if the Town will authorize the Board of Selectmen to layout a portion of Brabrook Road and acquire and take, on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and accept the deed of a fee simple or easement interest in the land owned by Ellsworth Village, LLC, shown as “Parcel 1D-2” on a plan entitled “Plan of a Portion of Brabrook Road To Be Accepted as a Town Way in Acton, Massachusetts, As Laid Out by Order of the Board of Selectmen, 2014” prepared by Stamski and McNary Inc, on file with the Acton Town Clerk, said acquisition and taking to be included in the layout extension of Brabrook Road as described in more detail in the Order of Layout, including without limitation the taking or acceptance of easements for roadway, drainage or other purposes; and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

Motion

Move that the Town accept as a public way the extension of Brabrook Road, and authorize the acquisition, transfer or taking of the fee or easement interest of Parcel 1D-2 for roadway layout and associated easement interests, all as described in the article.

Summary

The current owner of this land is required to convey Parcel 1 D-2 to the Town for incorporation into the public right of way of Brabrook Road. The layout of Brabrook Road is necessary in order to continue the existing road and **[To Be Completed]**



Direct inquiries to: Corey M. York, P.E., Town Engineer: engineering@acton-ma.gov / (978) 929-6630
Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 34 * **Accept Sidewalk Easement – Great Road**
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept deeds of easement interests associated with sidewalks within and along the frontage on the following ways for all purposes which streets, sidewalks and ways are now or hereafter used in the Town, on such terms and conditions as the Selectmen may determine and in a final location or locations as the Selectmen may determine, on, across, over, and/or under the following land:

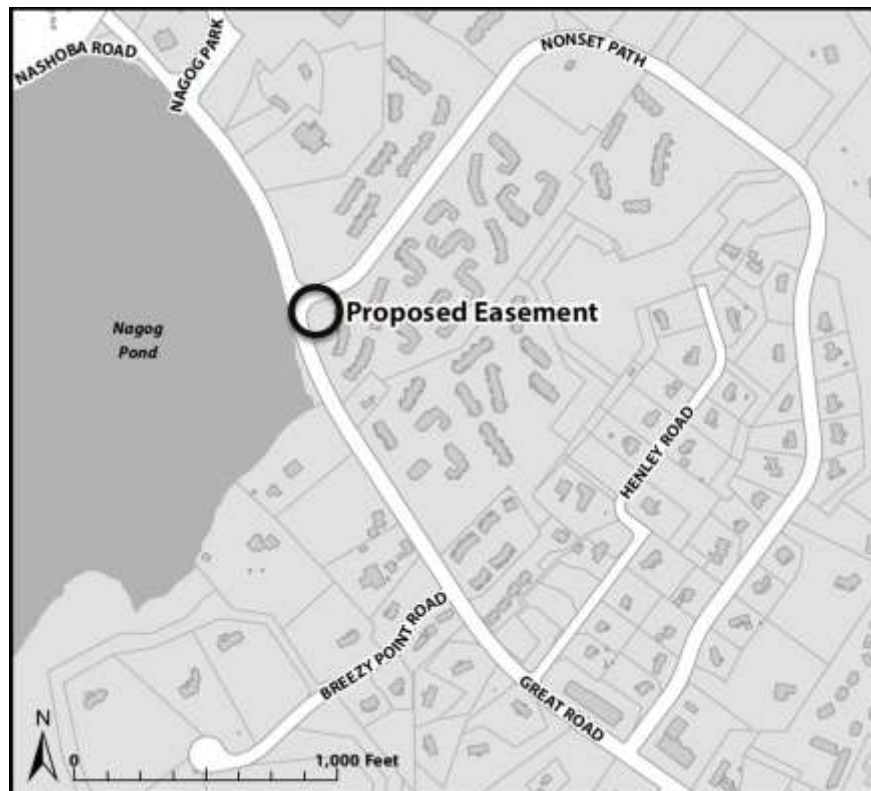
Great Road:

1. Land n/f of Iris Court Apartments, LLC of 1-5 Iris Court (Town Atlas Map G-5 Parcel 72),
2. Land n/f of Nagog Woods Condominium (Nonset Path & Town Atlas Map B-4 Parcel 8-5),

and further see if the Town will raise, appropriate, transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

Motion

Summary



Direct inquiries to: Corey M. York, P.E., Town Engineer: engineering@acton-ma.gov / (978) 929-6630
Selectman assigned: Peter Berry: bos@acton-ma.gov / (978) 929-6611

Recommendations: **Board of Selectmen** **Finance Committee**

Article 35 * **Highway Reimbursement Program (Chapter 90)**
(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Law, Chapter 90, and any other applicable laws, or take any other action relative thereto.

Motion

Move that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

Summary

Each year, the State provides communities with reimbursement for certain highway projects. The State Legislature annually establishes the level of highway improvement funds available to cities and towns under the so-called “Chapter 90” Program. This process is not completed until after Acton’s Annual Town Meeting; therefore, we are unable to specify a dollar amount at Town Meeting. State law requires that these State Highway Reimbursement Funds be appropriated by Town Meeting. The purpose of this article is to make that appropriation and allow the town to fully utilize whatever level of appropriation the State may make available during the upcoming fiscal year. If Town Meeting were to not adopt this article, it is conceivable that monies allocated to Acton may be redistributed to State projects or other cities and towns.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		<u>Recommended</u>

Article 36 * **Insurance Proceeds**
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers' compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

Motion

Move that the Town Manager is authorized to accept insurance proceeds of any name and nature whatsoever from all sources and such funds are hereby appropriated.

Summary

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of \$20,000 require appropriation. This article would authorize the Town Manager to expend such reimbursements.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 37 * **Gifts or Grants**
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

Motion

Move that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

Summary

Section 53A authorizes Town officers and departments to accept "grants or gifts of funds from the Federal Government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof" and to expend said funds for the purposes of such grant or gift with the approval of the Board of Selectmen or otherwise as specified in the statute. The Department of Revenue has taken the position that such funds may require appropriation in certain circumstances. This Article provides that appropriation so that those funds may be expended for their stated purposes.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 38 * **Federal And State Reimbursement Aid**
(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

Motion

Move that the Town Manager is authorized to accept Federal and State reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

Summary

The Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) each provide planning and mitigation monies to cities and towns, and each reimburses for certain costs during declared emergencies. In addition, monies may be distributed for Homeland Defense, other Federal programs and other State programs. This article would authorize the Town to expend all such monies.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 39 * **Performance Bonds**
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any performance bonds for the purposes stated in said bonds available as a result of any default, non-performance or other covered conditions, or take any other action relative thereto.

Motion

Move that the Town appropriate the proceeds of any performance bonds, for the purposes stated in said bonds, available as a result of any default, non-performance or other covered conditions.

Summary

The Department of Revenue has issued an opinion that the Town cannot expend performance bonds without appropriation. This article would authorize the Town Manager to expend funds secured from performance bonds provided by or on behalf of contractors and others to secure the performance of obligations by such persons to the Town.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 40 * Sale of Foreclosed Properties

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

Motion

Move in the words of the Article.

Summary

This article grants authority to the Board of Selectmen to sell and convey properties that the Town has obtained via tax foreclosure.

Direct inquiries to: Stephen Barrett, CPA, Finance Director: collector@acton-ma.gov / (978) 929-6624
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

Article 41 * Elderly Tax Relief – Accept Chapter 59, Section 5C ½

(Majority vote)

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5C ½, in order to allow an additional property tax exemption of 100% beginning in FY2016 for those Acton residents who qualify for an exemption pursuant to any clause listed in the first paragraph of Massachusetts General Laws, Chapter 59, Section 5 for which receipt of another exemption on the same property is otherwise prohibited, or take any other action relative thereto.

Motion

Move that the Town to accept Massachusetts General Laws, Chapter 59, Section 5C ½ providing for a 100% increase in certain property tax exemptions.

Summary

This is a reauthorization of an ongoing program of tax relief for certain qualifying individuals that was first adopted by Town Meeting in 1999, although state law has been amended to provide for a one-time acceptance of the amended General Law, in place of annual acceptances as had been the previous practice. Previously, Section 4 of Chapter 73 of the Acts of 1986 authorized Towns that annually accept the provisions to grant additional real estate tax exemptions for the elderly, disabled or veterans who qualify for property tax exemptions under Clauses 17, 17C, 17C½, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5, Chapter 59 of the Massachusetts General Laws. This article will continue to provide additional tax relief to qualified individuals by increasing the exemptions to the maximum allowable under the law, and add those who qualify for property tax exemptions under Clauses 22F, 41C½, 42, 43, 56 and 57 of Section 5, Chapter 59 of the Massachusetts General Laws.

Direct inquiries to: Brian McMullen, Principal Assessor: assessor@acton-ma.gov / (978) 929-6621
Selectman assigned: Franny Osman: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u>	<u>Finance Committee</u>
		Recommended

And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at or before the time of said meeting.

Given under our hands at Acton this seventeenth day of March, 2015.

Mike Gowing, Chair
Katie Green, Vice Chair
Peter Berry, Clerk
Janet K. Adachi
Franny Osman

Board of Selectmen

A true copy, Attest:



Constable of Acton

Glossary of Terms Commonly Used in Municipal Finance

Abatement: A complete or partial cancellation of a tax bill imposed by a governmental unit; applicable to tax levies and special assessments.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered.

A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

Assessed Valuation: The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

Audit: Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

Capital Exclusion: A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

Cemetery Land Fund: A fund established to which revenues are earmarked for the acquisition of land development costs on designated cemetery land purchases.

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

Classification: The division of the real estate tax and personal property voted by the Selectmen. The Selectmen may choose one rate for residences, another rate for business, and another rate for open space.

Debt Exclusion: A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

Debt Service: Payment of interest and principal related to debt.

Encumbrance: Obligations such as purchase orders, contracts, salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

Enterprise Fund: A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges, and may be supplemented by general revenues.

Equalized Valuation: The value of all property as determined by the Commissioner of Revenue biennially, to place all property in the state upon an equal footing, regardless of date of assessment.

Excess and Deficiency: Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

Expenditure: The spending of money by the town and schools for the programs or projects within the approved budget.

FTE: A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

Fiscal Year ("FY"): A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY16 or FY 2016 is the fiscal year which begins July 1, 2015 and ends June 30, 2016.

Free Cash: Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash *per se*, rather it is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

Fund: An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

General Fund: The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

Joint Labor Management Negotiation Process: A negotiation process available to Police and Fire Unions, which utilizes Commonwealth of Massachusetts' mediators and arbitrators. If an arbitration decision is issued, it is binding upon the Executive Branch (The Board of Selectmen and Management Staff). Further, the Executive Branch must fully support such an arbitration decision before Town Meeting, even if they believe such a decision is not in the best interest of the Town.

Level-Service Budget: A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

Other Post-Employment Benefits (OPEB): The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. Typically included is health insurance coverage for retirees, their spouses and in some cases their beneficiaries.

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

Override: A vote to increase the amount of property tax revenue that may be raised over the levy limit.

Personnel Services: The cost of salaries, wages and related employment benefits.

Purchased Services: The cost of services that are provided by a vendor.

Property Tax Bill: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation, for example:

House Value:	\$ 300,000	
Tax rate:	\$ 10	which means \$10 per thousand
Levy:	\$ 10	multiplied by \$300,000 and divided by \$1,000
Result:	\$ 3,000	

Raise: A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

Reserve Fund: A fund appropriated each year that may be used only by vote of the Finance Committee for “extraordinary or unforeseen expenditures.”

Revolving Fund: Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of the Town Manager. Revolving funds are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

Tax Levy: Total amount of dollars assessed in property taxes imposed by the Town each fiscal year.

Turn Back: Unexpended funds of a prior fiscal year operating budget are returned to the Town, which ultimately revert to Free Cash.

Unreserved Fund Balance or Surplus Revenue Account: The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected. (See Free Cash)

Warrant: A list of matters to be acted on by Town Meeting.

Town Meeting Parliamentary Procedure

Town Meeting is an old and honored tradition in New England. After more than 200 years we can say it still works – it does its job – and hopefully it’s more than a little enjoyable for you, the voters. It’s also the only form of government where the leaders must face the citizenry directly to answer all reasonable queries – and perhaps even some not so reasonable! However, to work well it must have rules of order – and it does. Town Meetings operate under what is generally called “parliamentary procedure” – in our case, as spelled out in Town Meeting Time. Unfortunately, this wonderful little book is widely read only by Moderators, Town Clerks, Town Counsels and a few others with unusual tastes. In addition to such formal procedures Town Meetings also are subject to relatively arbitrary rules of order set forth by the Moderator and precedent. The following information puts forth the most widely used of these “rules of the road” as an effort to help you enjoy and participate in our Town Meetings.

Moderator’s Rules

These are quite arbitrary, but hopefully are consistently applied:

1. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is required at all times.
2. Since many voters may wish to speak, brevity of comment is appreciated. In addition, speakers are encouraged to add new points to the debate as opposed to repeating what others have already stated.
3. Voters may speak to an issue more than once, but generally “first time” speakers will be recognized before “repeaters”.
4. Remember to listen closely to the motion as stated. The motion puts the warrant article “in play” and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
5. Most motions must be “seconded”. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out “second” at the right time will suffice.
6. Voting is most often done by voice. As the Moderator’s hearing fails, “standing” counts may be taken. The last resort, due to time constraints, is to take a counted vote by teller.
7. Although not encouraged, the Moderator’s judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a “recount” of a voice or standing votes, it shall be done.
8. The Moderator will generally accept the motion to “move the previous question”, or more easily understood, “to cut off debate.” Many people think this motion is somewhat unfair, but it has been my experience that, more often than not, it is passed unanimously or by overwhelming numbers. In the past, the Moderator has been accused of knowing who plans to make such a motion – generally such accusations are accurate!
9. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for general discussion – pro, con, or questions.
10. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before they launch into their point or question. For the most part this “rule of the road” is rigorously enforced.

More Formal Parliamentary Procedure

There are many types of motions that may come before a meeting. The table below is far from all-inclusive, but indicates the most commonly used motions.

Motion	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
Dissolve	Yes	No	No	Majority	No	No
Fix the Time to Adjourn	Yes	Yes	Yes	Majority	Yes	No
Lay on the Table	Yes	No	No	Two-thirds	Yes	No
Previous Question	Yes	No	No	Two-thirds	No	No
Limit Debate	Yes	No	No	Two-thirds	Yes	No
Postpone to a Time Certain	Yes	Yes	Yes	Majority	Yes	No
Amend	Yes	Yes	Yes ¹	Majority	Yes	No
Postpone Indefinitely	Yes	Yes	No	Majority	Yes	No
Point of Order	No	No	No	None	No	Yes
Main Motion	Yes	Yes	Yes	Varies	Yes	No
Reconsider ²	Yes	Yes	No	Two-thirds	No	No

¹ In Acton, we generally do not accept amendments to amendments – too confusing.

² Controlled by Town bylaw – 2/3 Vote same night; 3/4 Vote, plus posting ensuing nights.

Some of the motions listed above may not be totally understandable in table form only. The following elaboration may help.

The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

Fix the time to adjourn is a motion often made by the Selectmen and indicates when a given Town Meeting session will end and when the next session will begin.

Lay on the table is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate “take from the table” vote.

The previous question cuts off debate immediately and causes a vote on the article or amendment under discussion.

Limit debate is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

Postpone to a time certain is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

Amend – Many types of motions can be amended or altered to bring them to an even higher state of perfection. Of course, since amendments are a little like “beauty being in the eye of the beholder,” they

sometimes fail to pass. In any event, after the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the assemblage for further discussion and vote.

Postpone Indefinitely serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead – in parliamentary terms, at least.

Point of Order – Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, “Point of order, Mr. Moderator.” The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues, for example, the right of a speaker to the floor, proper procedures, indecorous conduct or rarely, but within the realm of possibility, some error that the Moderator is committing.

Main Motions are made when no other business is pending and are the devices used to bring the warrant articles to the Town Meeting floor for discussion.

Reconsideration may be used to bring an article (or motion) which has already been disposed of back for a second time. If reconsideration is passed, it nullifies the previous vote and the article is re-discussed and re-voted. Many people feel that reconsideration is unfair, but it is a valid procedure and is occasionally used. In Acton, a Town Bylaw controls the vote quantum rather than Town Meeting Time. Anyone who wishes to reconsider a motion, particularly on a different night from the original vote, would be well advised to consult the Town Clerk on proper procedures.

Parliamentary procedure is not really complex, but the rules, like the rules of golf, do not always make sense. However, they should be consistently applied. If they are, then the Town Meeting can conduct its business in both an orderly and a fair fashion.

I hope this small treatise is helpful to you and adds to your understanding and enjoyment of a most precious right – TOWN MEETING.

Don MacKenzie
Town Moderator

Internet & Telephone References

Official Town of Acton Web Site	http://www.acton-ma.gov
Document Management System ("Docushare")	http://doc.acton-ma.gov
Geographic Information System ("GIS")	http://www.acton-ma.gov/gis

The Town maintains electronic mail distribution groups for all Boards, Committees and Commissions, as well as Departments. These groups are commonly referred to as "e-mail shells."

E-mails sent to shells are automatically forwarded to all members of the committee who have provided their e-mail address to the Town.

Using e-mail does *not* satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.

To use a shell, send your e-mail to the address listed in the center column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the "Reply to All" function of your e-mail program so that all members are copied on your reply.

Town offices converted to a Voice-over-IP telephone system in 2010. Below are the new telephone numbers associated with each department and committee. Old numbers will continue to work for a period of time.

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton 2020 Implementation Committee	acton2020@acton-ma.gov	(978) 929-6631
Acton Community Housing Corporation	achc@acton-ma.gov	(978) 929-6611
Acton Leadership Group	alg@acton-ma.gov	(978) 929-6611
Acton-Boxborough Cultural Council	abcc@acton-ma.gov	(978) 929-6611
Appeals, Zoning Board of	boa@acton-ma.gov	(978) 929-6631
Assessor Department	assessor@acton-ma.gov	(978) 929-6621
Assessors, Board of	bas@acton-ma.gov	(978) 929-6621
Building Department	building@acton-ma.gov	(978) 929-6633
Cable Advisory Committee	cac@acton-ma.gov	(978) 929-6612
Cemetery Department	cemetery@acton-ma.gov	(978) 929-6642
Citizens' Library Department, West Acton	wacl@acton-ma.gov	(978) 929-6654
Clerk Department, Town	clerk@acton-ma.gov	(978) 929-6620
Collector Department	collector@acton-ma.gov	(978) 929-6622
Commission on Disability	cod@acton-ma.gov	(978) 929-6633
Community Preservation Committee	cpc@acton-ma.gov	(978) 929-6631
Community Resources Coordinator	lducharme@acton-ma.gov	(978) 929-6651
Conservation Commission	conscom@acton-ma.gov	(978) 929-6634
Council on Aging	coa@acton-ma.gov	(978) 929-6652
Council on Aging Department (Senior Center)	seniorcenter@acton-ma.gov	(978) 929-6652
Design Review Board	drb@acton-ma.gov	(978) 929-6631
Economic Development Committee	edc@acton-ma.gov	(978) 929-6631
Emergency Management Agency	ema@acton-ma.gov	(978) 929-7730
Engineering Department	engineering@acton-ma.gov	(978) 929-6630
Finance Committee	fincom@acton-ma.gov	(978) 929-6611
Fire Department	fire@acton-ma.gov	(978) 929-7722
Green Advisory Board	gab@acton-ma.gov	(978) 929-7744
Health, Board of	boh@acton-ma.gov	(978) 929-6632
Health Department	health@acton-ma.gov	(978) 929-6632

Health Insurance Trustees	hit@acton-ma.gov	(978) 929-6611
Highway Department	highway@acton-ma.gov	(978) 929-7740
Historic District Commission	hdc@acton-ma.gov	(978) 929-6631
Historical Commission	hc@acton-ma.gov	(978) 929-6631
Human Resources Department	hr@acton-ma.gov	(978) 929-6613
Information Technology Department	it@acton-ma.gov	(978) 929-6612
Land Stewardship Committee	lsc@acton-ma.gov	(978) 929-6634
Manager Department, Town	manager@acton-ma.gov	(978) 929-6611
Memorial Library Department	library@acton-ma.gov	(978) 929-6655
Memorial Library Trustees	mlt@acton-ma.gov	(978) 929-6655
Morrison Farm Committee	mc@acton-ma.gov	(978) 929-6634
Municipal Properties Department	mp@acton-ma.gov	(978) 929-7744
Natural Resources Department	nr@acton-ma.gov	(978) 929-6634
Nursing Department	nursing@acton-ma.gov	(978) 929-6650
Open Space Committee	osc@acton-ma.gov	(978) 929-6634
Parking Clerk	parkingclerk@acton-ma.gov	(978) 929-6611
Planning Board	pb@acton-ma.gov	(978) 929-6631
Planning Department	planning@acton-ma.gov	(978) 929-6631
Police Department	police@acton-ma.gov	(978) 929-7711
Public Ceremonies Committee	pcc@acton-ma.gov	(978) 929-6611
Recreation Commission	reccom@acton-ma.gov	(978) 929-6640
Recreation Department	recreation@acton-ma.gov	(978) 929-6640
School Committee, A-B Regional	abrsc@abschools.org	(978) 264-4700
School Committee, Acton Public	apsc@abschools.org	(978) 264-4700
School Committee, Minuteman		(781) 861-6500
Selectmen, Board of	bos@acton-ma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@acton-ma.gov	(978) 929-6621
Sidewalk Committee	sidewalks@acton-ma.gov	(978) 929-6630
South Acton Train Station Advisory	satsac@acton-ma.gov	(978) 929-6630
Town Report Committee	trc@acton-ma.gov	(978) 929-6611
Transportation Advisory Committee	tac@acton-ma.gov	(978) 929-6630
Treasurer's Advisory Committee	trac@acton-ma.gov	(978) 929-6611
Veterans Service Officer	vso@acton-ma.gov	(978) 929-6614
Volunteer Coordinating Committee	vcc@acton-ma.gov	(978) 929-6611
Water Resources Advisory Committee	wrac@acton-ma.gov	(978) 929-6632

Emergency Notification Systems

The Town of Acton is committed to delivering timely and important information to its residents. Several emergency notification systems are operational within the Town of Acton providing varying degrees of information for those who need it.

Examples of Emergency Notifications include:

- Shelter Locations
- Missing Persons
- Utility Outages
- Bomb Threats
- Road Closures
- Other emergency incidents where rapid and accurate notification is essential for life safety
- Evacuation Notices
- Floods
- Fires
- Drinking Water Contamination
- Hazardous Materials Incidents



Blackboard Connect (Previously Connect-CTY)

The Blackboard Connect system is a high-speed telephone communication service for emergency notifications. The system allows authorized Town officials to disseminate voice messages to every telephone number stored in the notification database in a matter of minutes. Additionally the system allows us to target specific geographic areas of the Town such as individual neighborhoods or a defined radius around an incident.

While we receive telephone record updates from Verizon to populate our contact database, no one should automatically assume his or her phone number or e-mail address is included. Just as citizens may choose to opt *out* of these notifications, citizens in these categories are particularly invited to *add* their information to the database:

- Use a cellular phone as their primary phone
- Have unlisted phone numbers
- Have changed their phone number or address within the last year
- Have recently moved, but kept the same listed or unlisted phone number
- Wish to receive text and/or email messages in addition to telephone calls
- Receive their phone service over the internet (e.g. Verizon FIOS, Comcast XFINITY, Vonage)

In recent years, many people have converted their telephone service to Internet-based Voice-over-IP systems such as Vonage, Comcast XFINITY, and Verizon FIOS. While traditional land-lines are powered from the phone company's central office, these newer technologies rely on power supplied at the premise. These services typically connect through a device in the home that is equipped with a backup battery that will last about four to eight hours. That means corded phones using this service will work without your home's electric power for a limited amount of time. For this reason, it is strongly recommended that you register your cellular phone number in addition to your primary home number. During extended power outages, the Town has opened public "charging stations" where residents can charge their cellular phones and other electronic devices at Town facilities that are backed up by generator power.

We encourage residents to update their own information including adding cell phone numbers and e-mail addresses by visiting the Town's website at <http://www.acton-ma.gov/cty>. Here, you can register, review,

and update your contact information. Residents without access to the Internet may accomplish this by calling the **Information Technology Department** at **(978) 929-6612** or by visiting Town Hall.



Town Web Site

The Town's official website is continually updated with emergency information as soon as it is made available. We encourage residents to utilize the "Notify Me" feature to receive e-mail alerts when emergency information is added or updated on our site. You can do this by visiting the website at <http://www.acton-ma.gov> and clicking on the 'Notify Me by E-mail' link.



Mobile Message Boards

The Town maintains three trailer mounted, solar powered LED message boards. They are routinely used to alert motorists to road closures and construction work, to announce Town meetings and events, direct traffic during elections and special events and, most importantly, display pertinent instructions and information during emergency situations. While the mobile message boards can be dynamically deployed, during a Town-wide emergency such as weather related event these boards will primarily be staged at the following locations:

- Acton Public Safety Facility – 371 Main Street
 - The intersection of Great Road and Main Street (Routes 2A and 27)
 - The School Campus entrance, Massachusetts Avenue (Route 111) at Charter Road
-



Acton TV Government Cable Channel

The Town of Acton Government Cable Channel will be continually updated with the latest emergency instructions and notifications. The Government Channel can be found on the following channels depending on your cable system provider:

Comcast: Channel 99

| **Verizon FIOS:** Channel 41

Volunteer Application

VOLUNTEER COORDINATING COMMITTEE

Town Hall
472 Main Street
Acton, MA 01720

E-mail: vcc@acton-ma.gov
Telephone: (978) 929-6611
Fax: (978) 929-6350

Residents interested in serving on a Town Board, Committee or Commission are asked to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Date _____

Name Title (Mr., Mrs., Dr., etc.) / First / Last / Suffix (Sr., Jr., III, etc.)

Address Number / Street

Contact E-mail Address / Telephone Number(s) (Home, Business, Cell, etc.)

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: _____

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: _____

Do you have any time restrictions? _____

Are you a United States Citizen? _____ Are you a Documented Resident Alien of Acton? _____

How long have you lived in Acton? _____ In Massachusetts? _____

Present occupation and employer (Optional: Attach résumé) _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? _____

Education or special training: _____

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.: _____

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, manager@acton-ma.gov / (978) 929-6611.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview	Appointing Body
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission _____ _____ _____ _____	Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate
Recommendation Sent _____	Notification of Appointment Received by VCC _____ Committee Notified _____ Applicant Notified _____
<input type="checkbox"/> No openings at this time	

Proposed Town Meeting Booklet

As I have previously mentioned at Town Meetings, I plan to put together a series of thoughts or vignettes on Town Meeting during the latter part of the Twentieth and the first years of the Twenty-First Centuries. No such work presently exists, and I'll need your help.

I'd very much appreciate your writing a few thoughts on Town Meeting – the “good” or the “less than good” about the process, a fond (particularly humorous) memory, a good or otherwise decision made, or anything in general you'd like to have included and be attributed to you in the booklet.

Please mail your submission to me at 12 Wilson Lane, Acton. I'd like to receive 100 or more different ideas for inclusion. Thank you.

Don MacKenzie
Town Moderator

Thoughts or Comments on Town Meeting

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(Please continue on reverse side)

Thoughts or Comments on Town Meeting (continued)

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Online Bill Payments

*Pay Real Estate or Personal Property Tax Bills, Motor Vehicle Excise bills, or
Sewer Operation and Maintenance Bills Online*

www.acton-ma.gov/payonline

The Town of Acton is very pleased to offer an easy and secure way to view, print, and pay real estate and personal property tax bills, motor vehicle excise bills and sewer operation and maintenance bills online. We support electronic presentment (viewing) and billing, because it is more convenient for our residents, and better for the environment. Online presentment and payment eliminates the need to print and receive paper bills (except for motor vehicle excise bills, which the State requires be mailed).

The Town, in partnership with Invoice Cloud, a web-based, electronic invoice presentment and processing company, offers online payment of the above bills via either EFT/ACH electronic checks (i.e., electronic fund transfers from your bank checking or savings accounts), or, Visa or Master Card credit/debit cards. The Town feels that this service presents the best value for online presentment and payments for our residents. Invoice Cloud uses the highest standards in Internet security, and provides ease of use, and convenience to all our residents, for, in some instances, less than the cost of a postage stamp.

- Access, view and pay your tax bills or sewer operation and maintenance bills online
- Available 24x7 from anywhere you have access to the Internet
- Paying your bill online is faster and, in some instances, cheaper than writing and mailing a check
- You may choose to eliminate paper invoices to reduce clutter and help the environment (except motor vehicle excise bills, which the State requires be mailed)
- You have the option to pay immediately, schedule a payment, or sign up for Auto-Pay
- You can pay with electronic check, or Visa or Master Card credit/debit cards

Please note: this new service begins with, and goes forward from, the FY 2012 Real Estate and/or Personal Property tax bills, Sewer Operation and Maintenance bills, and any subsequent calendar year 2011 Motor Vehicle Excise bills. Any prior billing and/or payment activity that pre-dates July 1, 2011, is not available online, and must involve the Town of Acton Collector's Office at (978) 929-6622.

For more details on payment options, fees and frequently asked questions, please see the Town web site at:

www.acton-ma.gov/payonline

Notes



**Town of Acton
472 Main Street
Acton, MA 01720**

**BULK RATE
U.S. POSTAGE PAID
PERMIT #67
ACTON, MA 01720**

**POSTAL PATRON
ACTON, MA 01720**